

Request For Proposals
On-call Transportation Planning and Engineering Services

Introduction & Background:

The Adirondack/Glens Falls Transportation Council (A/GFTC), as the MPO for Warren and Washington Counties and the Town of Moreau in Saratoga County, is seeking proposals from qualified firms to provide transportation planning and engineering services to the Council and its participating municipalities on an as-needed basis to enhance MPO activities and to assist with the implementation and execution of the biannual work program.

A/GFTC may use these agreements and assign work either in cooperation with area municipalities for selected projects or to assist A/GFTC staff with data collection or design review. A roster of three firms will be maintained. It is expected (but not guaranteed) that over the course of a year not more than two projects may be assigned to each selected firm. The total initial cost of each individual project issued under this contract will not exceed \$20,000. Each agreement will establish an hourly rate schedule for services based upon assigned staff. The duration of the contract will be for a term of two (2) years with an optional renew clause for another two (2) years. These projects are federally funded and will be subject to the certifications and conditions thereby required.

Qualifications:

Applicants are encouraged to emphasize their relative areas of expertise within their respective proposals. A/GFTC staff will be looking for unique or diverse skills as part of the selection process. Proposing firms should submit information that describes the background and experience of staff to be available for assignment. Demonstration of meaningful DBE/WBE participation will also yield a competitive advantage for applicants during the selection process. Construction engineering will not be a significant element of these agreements. Anticipated tasks to be issued or requested through this contract mechanism could include trip generation rate validation, traffic counts, conceptual corridor and streetscaping plans, parking studies, school circulation studies, independent TIS review, conceptual bicycle and pedestrian facility design, intersection and signal evaluations, and safety assessments.

Proposal Submission:

Proposals should include the following:

1. Description of firm/staff qualifications, experience and availability. At least one primary staff contact should be identified that would serve as a project manager for assigned work. Proposed project managers should be experienced with public presentations.
2. List of references and description of related work completed.
3. Itemized cost proposal including hourly and / or task-specific rates as feasible and relevant to the potential tasks listed above.

Proposals will be accepted now through 2:00 p.m. on Friday, December 28, 2018. No proposals received after that time will be considered. Proposal evaluation and selection is anticipated by late January 2019. Please send one hardcopy and one PDF version of the final proposal to A/GFTC at 11 South Street, Suite 203, Glens Falls, NY, 12801.

Please contact Aaron Frankenfeld, Transportation Planning Director, at afrankenfeld@agftc.org or by calling (518) 223 - 0086 , to confirm interest and obtain sample contracts and requirements.